



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Procurement Specialist
Posting Number	PN# 103184
Department	Houston Airport System
Division	Technical Services
Section	Procurement
Reporting Location	4500 Will Clayton Parkway *
Workdays & Hours	Varied, normally M-F *
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Procures equipment, supplies and high technology commodities. Coordinates with Specification Analysts to develop and evaluate complex technical specifications and/or critical commodity procurements. Ensures compliance with applicable mandates and procedures. Maintains effective record management of contracts and other related information. Interfaces with vendors and divisions/sections to handle conflict resolutions. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: discretion about standing, walking, and sitting; making coordinated gross motor movements, and coordinated eye/hand movements; operating city vehicles; and extensive use of video display terminal; be able to lift up to ten (10) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Business Administration, Materials Management, Purchasing or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or specification analyses are required. Directly related work experience may be substituted for the above education requirement on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Ability to communicate effectively, both orally and in writing and maintain cooperative working relationships with management and outside vendors. Knowledge of computer software such as Word and Excel.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24	
\$1,690.00 - \$1,961.00 Biweekly	\$43,940.00 - \$50,986.00 Annually

OPENING DATE

FEBRUARY 23, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

If you need special services or accommodation, please call 281/233-1515. The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer